


The One with the List

II International Training Meeting
1st - 4th of September 2022

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**THERE WAS NOTHING
YOU COULD PUT ON A LIST**

IT'S STUDENT HUNTING TIME !!!!!!!



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Plan of the Workshop

1. What is Student Hunting ?
2. When is the Student Hunting Period ?
3. How to conduct Student Hunting ?
4. The Verification process
5. A word about Matching
6. Questions



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What is Student Hunting ?

What is Student Hunting ?

Student Hunting refers to the promotion of ELSA Traineeships to both law students and young lawyers, and the encouragement of applications. SH is conducted on local, national and international levels. There is one External SH Deadline and one Internal SH Deadline per Cycle



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When is the Job Hunting period ?

1st Cycle :

- Launch → 16th of November 2022
- External SH Deadline → 5th of December 2022
- Internal SH Deadline → 9th of December 2022

2nd Cycle :

- Launch → 11th of April 2023
- External SH Deadline → 3rd of May 2023
- Internal SH Deadline → 8th of May 2023



How to conduct Student Hunting ?



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How to conduct Student Hunting ?

- 1. Organise events to give information about the programme**
 - a. Info-sessions
 - b. Information in auditorium between two courses
 - c. Information during events of other areas
- 2. Use different materials to have a useful promotion**
 - a. Marketing kit of ELSA International
 - b. Videos, pictures, Q&A on social medias
 - c. Flyers, posters in your university
- 3. Talk about it with the people you know**



The Verification process

The TAF

The Traineeships Application Form is the form filled in by the Students to apply for ELSA Traineeships. It can be found online on the [ELSA Officers Portal](#) when the Cycle is launched.

What is your job as ELSA Officers ?

Local Level	National Level	International Level
<ul style="list-style-type: none">- Help the students with their application- Correct the TAF	<ul style="list-style-type: none">- Correct the TAF of all your LGs- Contact them if necessary	<ul style="list-style-type: none">- Correct the TAF of all the NGs- Matching

Verification process

Tips&Tricks : DON'T WAIT THE LAST MINUTE TO CORRECT YOUR APPLICATIONS

→ Same deadline for LGs and NGs to correct the applications

→ If LGs are late → NGs will be late → EI is late → Lack of sleep, overwhelming, TNPs not happy

RESPECT THE DEADLINES

The Verification process

How to correct an application ?

1. Check the TSF to have all the information about the Traineeship Provider
2. Check the SAF on the SOS
 - a. Ask the credentials to your predecessor
 - b. If you don't have them, send an email to ELSA International
 - i. professionaldevelopment@elsa.org
 - ii. director.traineeships@elsa.org
 - c. Go to the website <https://traineeships.elsa.org/login> and log in

Do you know why the abbreviation of the STEP Online System is SOS ?

The logo for ELSA, featuring the word "elsa" in a lowercase, white, serif font.

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The Verification process : the SOS

Because it is awful to use !!!!



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But no worries, here is an explanation...

Surveys list

Print Excel

🔍 ☰ 10

+	Name	Public name	Start date	Closing date	Sessions total	Sessions completed	Status	Created	Date
☰ ✎ ✕	TAF C1/2022-2023	Traineeship Application Form	11/04/2022 9:00:00 PM	07/05/2022 12:59:00 AM	0	0	●	Susanna Mendicino	14/07/2022 1:06:53 PM
☰ ✎ ✕	TSF C1/2022-2023	Traineeship Specification Form (TSF)	10/02/2022 12:01:00 AM	02/05/2022 11:59:00 PM	1	0	●	Susanna Mendicino	14/07/2022 1:01:18 PM
☰ ✎ ✕	Evaluation Form (EF, for Traineeship Provider)	Evaluation Form for ELSA Traineeships Provider			38	1	●	Susanna Mendicino	06/06/2022 3:10:33 PM
☰ ✎ ✕	<u>SAF C2/2021-2022</u>	<u>Student Application Form</u>	11/04/2022 9:00:00 PM	07/05/2022 12:59:00 AM	10217	775	●	Mendicino	08/02/2022 4:39:29 PM
☰ ✎ ✕		<u>Traineeship Specification Form (TSF)</u>	10/02/2022 12:01:00 AM	02/05/2022 11:59:00 PM	693	112	●	Susanna Mendicino	08/02/2022 4:39:25 PM
☰ ✎ ✕		Post-Traineeship Evaluation Form for ELSA Trainees 2021/2022			215	30	●	Susanna Mendicino	08/02/2022 4:39:09 PM
☰ ✎ ✕		Pre-Traineeship Evaluation Form for ELSA Trainees 2021/2022			545	94	●	Susanna Mendicino	19/01/2022 11:28:37 AM
☰ ✎ ✕	SAF C1/2021-2022	Student Application Form	19/11/2021 1:00:00 PM	11/12/2021 1:00:00 AM	13348	863	●	Susanna Mendicino	20/08/2021 5:42:23 PM
☰ ✎ ✕		Traineeship Specification	01/09/2021	10/12/2021	1054	144	●	Susanna	20/08/2021

- Preview
- View, edit
- View sessions**
- View reports
- Replicate
- enable/disable
- Delete



https://traineeships.elsa.org/?module=svy_surveys_sessions&id_survey=264

Legend:
Circle : click
Red = 1st step ; green = 2nd step ; blue = 3rd step
Purple = infos

- Dashboard
- Persons ▾
- Surveys ▾
- New survey
- Surveys list
- Survey Campaigns
- Marketing ▾
- CMS pages
- Framework settings
- Users ▾

ET C2 2021/2022 » SAF C2/2021-2022 (Student Application Form) Print Excel

Approval legend:
Green - Approved by NG/HQ Yellow - Approved by LG Red - Rejected

🔍 ☰ 10 ▾

	PDF				👍	👎	🗨	
☰	🗑	✕	📄 SA-DE/10 - [redacted] - TN-PL/06, TN-BE/03 - 472793704e0159fdc15d600453f0341d	pdf	03/05/2022 10:27:28 AM	👍	👎	🗨 1
	👁	✎	View, edit					
	🗑	🗑	Approval toggle					
	✕		Delete					
			[redacted] - France - TN-EI/31, TN-PT/04, TN-GR/22 - 19a28ae2e94fa5ef8f2448093e0248ee	pdf	13/04/2022 3:04:24 PM	👍		🗨 3
			[redacted] - Italy - TN-EI/20, TN-EI/24, TN-CH/04 - 1d7cfee6342480a2271812a1d5189c28	pdf	02/05/2022 6:09:03 PM	👍	👎	🗨 4
☰	🗑	✕	📄 SA-ES/9 - [redacted] - España - TN-GR/22 - 28a8c0e33f684100adaf67456bdaa4db	pdf	28/04/2022 11:17:43 AM	👍		🗨 1
☰	🗑	✕	📄 SA-NL/7 - [redacted] - The Netherlands - TN-EI/21, TN-SI/02, TN-BE/04 - 24e2e38916e8ec34b39aaa62ec8f2746	pdf	29/04/2022 12:26:56 AM	👍	👎	🗨 6
☰	🗑	✕	📄 SA-AZ/5 - [redacted] - France - TN-EI/25, TN-PL/06, TN-CZ/11 - 0d242391129ecc555017d9c10bc33e7e	pdf	25/04/2022 1:53:25 PM	👍		🗨 3
☰	🗑	✕	📄 SA-FR/18 - [redacted] - France - TN-GR/29, TN-BE/04, TN-TR/45 - 4c0bd3fb80c5e19f21566c88c3921144	pdf	06/05/2022 1:46:33 AM	👍	👎	🗨 3
☰	🗑	✕	📄 SA-BE/5 - [redacted] - Belgium - TN-BE/05 - c8dabd40d03caa5c130c37908c5d8cd9	pdf	20/04/2022 12:33:39		👎	🗨 0

Legend:
 Circle : click
 Red = 1st step ; green = 2nd step ; blue = 3rd step
 Purple = infos

What?	Why?	How?
ELSA member	Only ELSA members may apply for STEP. ¹	Consult your Group's membership database.
Internationality	Applicants may apply for max. three STEP Traineeships that must be "international", i.e. there must exist no "substantial link". ²	Check where the STEP Traineeships chosen take place and whether a "substantial link exists".
Educational level 3	The minimum level required by the TNP must be met by the indicated start date.	Request for academic transcripts or other proof of graduation/enrolment.
Languages	The minimum level required by the TNP must be met.	Request for certificates and/or conduct tests.
Legal skills	At least 60% of the legal skills required by the TNP must be met.	Request for academic transcripts or other proof of coursework, work experience...
Motivation letter	Applicants must write a customised motivation letter in English for each chosen STEP Traineeship.	Read through the motivation letter(s) and give constructive comments if necessary. ⁴

3.3 Ranking criteria during Matching

Points	1	2	3	4	5
Motivation letter (ML)	No ML ⁶	Poor ML ⁷	Basic ML ⁸	Good ML ⁹	Strong ML ¹⁰
CV	No CV ¹¹	Poor CV ¹²	Generic CV ¹³	Good CV ¹⁴	Strong CV ¹⁵
Legal skills ¹⁶	0% match	1/4 match	1/2 match	3/4 match	100% match
	2 / 8	3 / 8	4 / 8	5 / 8	
	1.5 / 7	2.5 / 7	3.5 / 7	4.5 / 7	
	1 / 6	2 / 6	3 / 6	4 / 6	
	0.5 / 5	1.5 / 5	2.5 / 5	3.5 / 5	
		1 / 4	2 / 4	3 / 4	
		0.5 / 3	1.5 / 3	2.5 / 3	
			1 / 2	2 / 2	
			0.5 / 1	1 / 1	

The Verification process

Tips&Tricks : use a list or an excel sheet to have a better correction

Tips&Tricks : be systematic → always use the same method, in the same order, to be sure to not forget anything

Tips&Tricks : if there is something specific about the application, write a comment

New Verification and Matching guidelines will be shared with the Network very soon !

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Questions ?

